

LAUNDRY ASSISTANT

LINE MANAGER	General Manager	AREA	Care Home
		Date Last Updated	Feb 2020
PURPOSE OF POSITION			
<p>Ensure laundry is cleaned and processed in a timely manner consistent with the high standards expected by our Residents and their families</p>			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Ensures all labeling, sorting, washing, drying, folding and mending of linen is performed to a high standard. • Ensures that all laundry cleaning, storage and distribution needs are met. • Provides feedback to the General Manager on the effectiveness of laundry activities. • Refers to established procedures and guidelines and attends meetings as required to maintain awareness of expected standards and changes in processes. • Champions and support the 'Living Life philosophy and culture of person-centred care. • Contributes as member the area team and works collaboratively and inclusively to ensure a consistent 'continuous improvement' approach. • Demonstrates the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct. • Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above. 			
KEY PEOPLE INTERACTIONS			
<ul style="list-style-type: none"> • General Manager • Care Manager • Nurses 		<ul style="list-style-type: none"> • Care Home Support Team Members • Residents and Families 	
CRITERIA			
Qualifications	<ol style="list-style-type: none"> 1. Previous experience in a commercial laundry environment and of laundry cleaning equipment and chemical handling. 		

Knowledge, Experience and Skills	<ol style="list-style-type: none"> 2. Necessary level of fitness to perform a range of repetitive physical activities – lifting, bending standing. 3. Ability to establish and maintain professional and appropriate relationships with residents and their families / representatives. 4. Ability to work positively as part of a team 5. Excellent verbal and written communication skills 6. Experience using electronic computer databases 		
Desirable	<ul style="list-style-type: none"> • Previous experience within the Australian aged care industry. 		
WORK REQUIREMENTS			
<ul style="list-style-type: none"> • Police Check 			
COMPLIANCE AND LEGISLATIVE REQUIREMENTS			
<p>Aurrum Values: All team members must commit to and uphold our 'Living Life' model of care, Aurrum Values and Code of Conduct. For more information please visit https://aurrum.com.au/</p> <p>Occupational Health and Safety All team members are required to adhere to Aurrum's workplace health and safety policies and procedures including compliance with related state based legislation.</p> <p>Team Members must familiarise themselves and comply with all Aurrum policies and procedures and legislation relevant to the position.</p>			